



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

Notice is hereby given that a meeting of the **Environment and Leisure Committee** of the Leigh-on-Sea Town Council will take place on **Tuesday 21st June 2016**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE

Cllr Fox has already given apologies for non-attendance.
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETINGS ON 19TH APRIL AND 17TH MAY 2016
5. MINUTES OF COMMUNITY TRANSPORT TASK & FINISH GROUP MEETING 19TH APRIL 2016 (Appendix 1)
6. PUBLIC REPRESENTATIONS

EVENTS

7. EVENT REPORT – **FOR NOTING**

90 FOR 90

This proved a highly successful afternoon with 40 attending plus a guest each. Entertainment was provided by Bob's Barbershop and the U3A Ukulele group. Tea, sandwiches and cake were in abundance and the Community Centre Administrator was most grateful to the band of volunteers along with Cllrs: Carole and Declan Mulroney, Fr. Hillman, Morgan and Robertson for their assistance. There have been many telephone calls of thanks from guests and the event cost was under budget.

LEIGH MARITIME FESTIVAL

Planning and organisation is on track for this event. A mock table top emergency planning meeting was arranged by SBC with all those holding events in the Old Town during the year invited to attend. Promotion of the event will commence shortly.

LEIGH LIGHTS

The first internal Safety Advisory Meeting will take place in July with planning commencing thereafter. The Event Management Plan has been updated and submitted to SBC.

ALLOTMENTS

8. REVIEW OF ALLOTMENTS PDG FORMAT

These meetings have been running for a year now in their present format and it is **RECOMMENDED** the Committee review the style of the meetings.

9. ANNUAL SERVICE AGREEMENT REVIEW (Appendix 2)

The Agreements have been in place since 2013 and it is **RECOMMENDED** that the Committee undertake a review of the Agreements.

10. ALLOTMENT RENT REVIEW – **DECISION ITEM**

Report 2600/HS (Appendix 3)

REFERRALS FROM OTHER COMMITTEES

11. E&L ACTION PLAN (Appendix 4)

Members were asked to submit ideas by the end of May. None have been received by the Acting Town Clerk and therefore the Action Plan template is presented again.

OTHER E & L MATTERS

12. ENVIRONMENT & LEISURE BUDGET 2015/16 – As at 14th June 2016 (Appendix 5)

13. OTCG REVIEW

It is **RECOMMENDED** that the Committee review the Old Town Community Group meetings in their present format.

14. BLUE NEW DEAL WORKSHOP

Cllrs Morgan and Rosier attended this one-day workshop that brought together local and regional bodies representing the interest of coastal communities, the coastal economy and the marine environment. The workshop was talking about what needs to happen to deliver a vision of good jobs and increased economic sustainability and resilience for coastal communities. A draft of ideas were reviewed, discussing the challenges and opportunities in implementing different ideas on the ground at a local level. The output will feed into a nationwide action plan to be launched in Autumn 2016. A full report of the workshop will be forthcoming and will be available in the LTC office for anyone interested in viewing it.



Helen Symmons
Acting Town Clerk
16th June 2016

Any member who is unable to attend the meeting should send their apologies before the meeting.



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MINUTES OF A MEETING OF THE COMMUNITY TRANSPORT TASK AND FINISH GROUP HELD AT 11.00 AM ON TUESDAY 19th APRIL 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllr Donald Fraser
Also in attendance Vivien Choppen (CTO), Pat Holden and Pat Greig.

Meeting started 10.30am

26. APOLOGIES FOR ABSENCE

Cllr Jill Adair, Margaret Cotgrove, Jan Andrews and Paul Lawrence.

27. RESIGNATION OF CO-OPTED MEMBER BRIAN HOUSSART MBE

In his letter of resignation from the Community Transport Scheme, Brian Houssart said that the Taxi Drivers Charity Fund Minibus would continue to be available to the Council providing a driver was available. The Chairman had written to Brian Houssart expressing appreciation for the continued use of the minibus and his devoted service over the years.

28. DECLARATION OF MEMBERS' INTERESTS

None

29. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting on 1st March 2016 were agreed by the group and signed by the chairman.

30. MEMBERSHIP UPDATE

The membership of the Community Transport Scheme has increased to 168 members.

31. REPORT ON TRIPS TAKEN SINCE LAST MEETING

- a. 24 March 2016 – The 39 Steps at the Palace Theatre
- b. 14th April 2016 – It Runs in the Family at the Dixon Theatre

Neither of the above plays proved popular with our membership. We had pre-booked 12 tickets for each play. Whilst some surplus tickets were sold to friends, 1 ticket for 39 Steps and 4 tickets for It Runs in the Family remained unsold. Feed-back from those who did see the plays, thought that they were very funny and very well acted.

32. PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS

- a. 5th May 2016 – The musical Made in Dagenham at the Palace Theatre. 14 bookings for this show had been received from the membership. 12 tickets have

been pre-booked and a further 2 more tickets will be purchased. In the absence of the Community Transport Officer from 27th April to 18th May, Pat Holden to take on organising the trip on the day.

33. **FUTURE PROGRAMME OF EVENTS**

The Community Transport Officer was asked to organise:

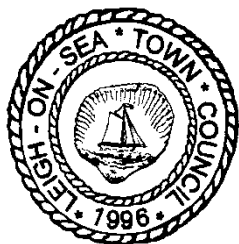
- a. A trip to the Plaza Centre to see Red Priest on 17th June
- b. A trip to Barnards Farm in late June
- c. A trip to Ingatestone Hall in July

In the absence of the Community Transport Officer, Pat Holden undertook to liaise with Barnards Farm and Ingatestone Hall to establish suitability for those who have walking difficulties and to enquire about special guided tours, the arrangements for refreshments, the pricing structure and to secure a date.

Meeting ended 11.57 am

Vivien Choppen
Community Transport Officer
21st April 2016

Next meeting Tuesday 5th July 2016 at the later start time of 11.00 am



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Allotments Service Agreement Leigh Allotments Site

1. Overview

- 1.1 This document represents a Service Agreement ('the Agreement') between Leigh-on-Sea Town Council, ('the Council'), and the Leigh-on-Sea Allotments and Leisure Gardeners Association, ("the Association") for the provision of allotment maintenance services on the Council's Leigh Allotments site ('the Site') adjacent to Manchester Drive, Leigh-on-Sea.
- 1.2 The Council is the owner of the land at the Site which has been let for cultivation of allotment plots.
- 1.3 This Agreement outlines the scope of the maintenance work that is to be delivered and the responsibilities and obligations of both the Council and the Association.
- 1.4 The Chairman of the Association is authorised by a resolution of the management committee of the Association at a meeting on to sign this Agreement.

2. Aim

- 2.1 The purpose of this Agreement is to devolve to the Association responsibility for the day-to-day maintenance of the Site.
- 2.2 This Agreement serves to strengthen the partnership between the Council and the Association in the delivery of allotment services for the benefit of all plot-holders.
- 2.3 By entering into this Agreement the Council and the Association seek to improve the quality of allotment maintenance through the direct involvement of the Association and the plot-holders themselves, to encourage self-help through plot-holders' engagement with the running of the Site, to provide cost savings to Leigh taxpayers and to promote the interest and benefits of allotment gardening in the local community.

3. The Association's Responsibilities

- 3.1 The maintenance work to be provided by the Association is outlined below.
 - 3.1.1 *Cutting the grass in common areas including track verges and car parking and car turning areas.* To ensure that the grass is kept to an acceptable height, all areas will be cut at least once every three weeks during the period April to October and when appropriate during November to March.

- 3.1.2 *Maintaining the water tanks so that all tanks operate at full capacity.* This maintenance work will involve general repairs, replacing and adjusting ballcocks and taps, clearing blockages and cleaning out the tanks when necessary. Maintenance work should be carried out as expeditiously as possible and no tank should be inoperable for more than one week.
- 3.1.3 *Maintaining communal roadways and parking areas as shown on attached plan to a suitable standard.* There are two roadways running north-south across the Site and two east-west roadways to the north and south of the Site. These roadways should be kept in a good state of repair to provide access for light vehicles through the Site. Maintenance work may require the filling of potholes with aggregate or other suitable material. At the discretion of the Association or at the request of the Council, weather conditions may require that roadways are temporarily closed to vehicle use.
- 3.1.4 *Removing rubbish from the site.* Rubbish may build up on common areas during the course of the year. It is the responsibility of the Association to periodically arrange for the removal of this rubbish so as to ensure that the Site remains safe and attractive. NB It is the responsibility of the Council to remove asbestos from the Site (see below).
- 3.1.5 *Clearing brush from encroaching on common areas.* To ensure that roadways, parking areas, car turning areas and other common areas are kept open and clear, it will be necessary to cut back brush, bushes and large weeds as and when required.
- 3.1.6 *Minor works (e.g. fence repairs, pruning).* The Association may undertake minor repairs from time to time at the request of the Council. Such work will be separately chargeable at a price agreed with the Council.
- 3.2 On behalf of the Council, the Association will introduce prospective plot-holders to their plot and will make them aware of the rules and regulations included in the tenancy agreement.
- 3.3 The Association will be responsible for health and safety matters relating to the work undertaken by its operatives and contractors.
- 3.4 The Society will hold insurance which covers their operatives and contractors as well as Public Liability Insurance.
- 3.5 Every two months the Association will provide a report to the Council outlining the condition of the Site, the maintenance work carried out over the previous two months, a summary of correspondence received from plot-holders concerning allotments maintenance, and details of any non-regular work and improvements undertaken. To assist the Council in its forward-planning, the report should also identify future action that may be required outside the scope of this Agreement.

4. The Council's Responsibilities

- 4.1 Without prejudice to its statutory rights, duties and obligations under the letting agreements with individual allotment holders the Council accepts responsibility for and agrees to carry out the following, subject to available resources:-
- 4.2 Maintenance of the existing boundary fences, gates and hedges, carrying out repairs and replacement as necessary.
- 4.3 Boundary hedge trimming and tree maintenance in common areas.
- 4.4 Maintenance of the underground pipework bringing water to the tanks.

- 4.5 Removal of asbestos that has been dumped on the Site.
- 4.6 Determination of the dates on which bonfires can be lit.
- 4.7 Maintaining a waiting list of prospective plot-holders.
- 4.8 The Council will notify the Association when plots become available for rent and will arrange with the Association when new plot-holders can be introduced to their plot.

5. Service Monitoring

- 5.1 It is the aim of the Council that the Site is maintained to a satisfactory level and that the interests of its tenants are safeguarded. To this end the Council will monitor the effectiveness of the maintenance work by means of a bi-monthly report submitted by the Association and by discussion at its regular public Allotments Committee meetings.
- 5.2 In May and October each year the Council and the Association will carry out a joint inspection of the Site. This inspection will seek to confirm the overall condition of the Site and determine any improvements that could be made.

6. Fees and Termination

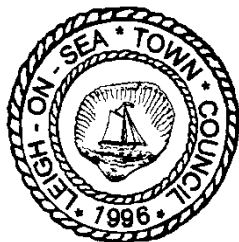
- 6.1 The Council and the Association will agree the annual fee for providing the allotment maintenance service.
- 6.2 The fee will be paid by the Council to the Association quarterly in advance.
- 6.3 In addition to the annual fee, the Council will pay the Association for any additional agreed work undertaken by the Association on its behalf. The price for such work will be agreed before the work is undertaken.
- 6.4 The Council or the Association may terminate this Agreement by giving three months' notice in writing.

Signed on behalf of Leigh-on-Sea Town Council

..... Date:

Signed on behalf of the Leigh-on-Sea Allotments and Leisure Gardeners Association

..... Date:



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Report 2600/HS

ALLOTMENT RENT AND WATER CHARGES REVIEW

CURRENT CHARGING RATES

	Starter Plot (A/B/C)			Half Plot (E/W)			Full Plot		
	Rent	Water	Total	Rent	Water	Total	Rent	Water	Total
over 60's	£8.50	£2.00	£10.50	£13.00	£3.00	£16.00	£26.00	£6.00	£32.00
Full	£17.50	£2.00	£19.50	£26.00	£3.00	£29.00	£52.00	£6.00	£58.00

Water Rates

Council **RESOLVED** in 2014 that a water charge rebate totalling £2674.14 would be made over 3 years. This is the final year.

Rebate 2014/15 £950
 Rebate 2015/16 £336
 Rebate 2016/17 £760

Total to date £2046 therefore further £628.14 to rebate

It is **RECOMMENDED** that a further rebate year be added and that no increase be made to tenants water rate charge for 2016/17

Rent Charges

In 2014/15, there was a net deficit (excluding water rates) of £6481. Rents were increased in 2015/16 and this has resulted in a net deficit (excluding water rates) of £2837. No increase will be made in 2016/17 as a year's notice is required to be given.

RECOMMENDED PROPOSED RENTAL INCREASE 2017/18

	Starter Plot (A/B/C)			Half Plot (E/W)			Full Plot		
	Rent	Water	Total	Rent	Water	Total	Rent	Water	Total
over 60's	£9.00	£2.00	£11.00	£14.00	£3.00	£17.00	£27.00	£6.00	£33.00
Full	£18.00	£2.00	£20.00	£27.00	£3.00	£30.00	£53.00	£6.00	£59.00

If current plot take up remains, then the effect of this will be to increase rental income by £315. This equates to an overall 3.4% increase in rent only.

Guide price elsewhere

- Ipswich – Full plot £40.90, concessions £36.90
- Tameside – Full plot £108, half plot £54
- Lincoln – Full plot £56.30, water charge £17.50
- Braintree – Average plot (125m2) £50.60
- Colchester – Average plot (125m2) £37.50, water charge £17.50
- Castle Point – Full plot £66, half plot £33
- Thurrock – Full plot £86, half plot £43
- Basildon – Full plot £112, half plot £84

Leigh on Sea Town Council Action Plan 2016 – 2020

Committee.....

Strategic Aim	Objective	Action	Timescale	Budget	Review
Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council					
Provide high standard, value for money services to help to meet the needs and wishes of the community.					
Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.					
Promote the best interests of the town for the benefit of the local community.					

Outline actions agreed May 2016, Enhance action plan agreed August 2016, Quarterly reviews and feedback due November 2016 and February 2017

Chair.....Date.....

ENVIRONMENT AND LEISURE DETAILED BUDGET											2016/17
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent	
Community Transport	£ 3,200.00	£ 72.00	£ 3,128.00	2.25%	Community Transport		£ 8,307.00	£ 529.22	£ 7,777.78	6.37%	
Farmers' Market	£ 2,002.00	£ 330.00	£ 1,672.00	16.48%	Farmers' Market		£ 1,550.00	£ 144.00	£ 1,406.00	9.29%	
								£ 30.20	-£ 30.20		
Leigh Lights	£ 2,000.00	£ 20.00	£ 1,980.00	1.00%	Leigh Lights	£ 9,052.00	£ 30,455.00	£ 432.52	£ 39,074.48	1.09%	
Allotments	£ 11,713.00	£ 125.50	£ 11,587.50		Paddling Pool*	£ 1,659.70	£ -	£ -	£ 1,659.70	0.00%	
					Allotments	£ 7,642.21	£ 17,537.00	£ 3,098.96	£ 22,080.25	12.31%	
General Events	£ 450.00	£ 60.00	£ 390.00		General Services*	£ 7,000.00	£ 9,200.00	£ 43.13	£ 16,156.87	0.27%	
					General Events*	£ 1,728.30	£ 8,800.00	£ 1,154.70	£ 9,373.60	10.97%	
					Staffing Costs		£ 14,193.00	£ 1,853.59	£ 12,339.41	13.06%	
TOTAL INCOME	£ 19,365.00	£ 607.50	£ 18,757.50	3.14%	TOTAL EXPENDITURE	£ 27,082.21	£ 90,042.00	£ 7,286.32	£ 109,837.89	6.22%	
General Services					General Events						
Flower Baskets	£ 6,600.00	£ -	£ 6,600.00	0.00%	Maritime Festival		£ 3,750.00	£ 545.42	£ 3,204.58	14.54%	
First Aid Provision	£ 1,100.00	£ 43.13	£ 1,056.87	3.92%	90 for 90		£ 500.00	£ 310.03	£ 189.97	62.01%	
		£ -	£ -		Carols on Strand Wharf		£ 1,000.00	£ -	£ 1,000.00	0.00%	
Good for Leigh	£ 500.00		£ 500.00	0.00%	Spring Spectacular		£ 1,250.00	£ -	£ 1,250.00	0.00%	
Community Facilities	£ 1,000.00	£ -	£ 1,000.00	0.00%	Other Events		£ 1,500.00	£ -	£ 1,500.00	0.00%	
					Events Equipment		£ 500.00	£ -	£ 500.00	0.00%	
					LCC Room Hire		£ 300.00	£ 299.25	£ 0.75	99.75%	
	£ 9,200.00	£ 43.13	£ 9,156.87	0.47%			£ -	£ 8,800.00	£ 1,154.70	£ 7,645.30	13.12%